

Professional and Managerial Branch
General Administration Group
Airport Series

DIRECTOR OF AVIATION
Unclassified Service
05/95

Summary

Under administrative direction, has responsible charge of the international airport, two airport industrial parks, a municipal golf course and related properties and facilities.

Typical Duties

Plan, coordinate and direct all airport, industrial park and related activities and services; direct capital improvements and property and facilities development and maintenance; direct airport security and safety functions.

Administer and direct preparation of annual budget and expenditures therefrom; direct fiscal management of airport and other functions for which responsible; keep records and prepare reports.

Act as liaison between the City and state and federal agencies; coordinate operations with those of other City departments and with outside utilities and organizations.

Plan, assign and review work of subordinate personnel and evaluates their performance; direct training and development of personnel; enforce personnel rules and regulations, standards of conduct and work attendance; enforce safe working practices.

Direct and participate in public relations for the airport and related functions; address civic and other groups; direct preparation of publicity for the public media; participate and serve as officer on committees and boards and in outside state, regional and national associations.

Perform related work as required.

Minimum Qualifications

Training and Experience: Graduation from a recognized university or college with a degree in business or public administration and ten years of increasingly responsible professional experience in airport administration, or a closely related field, including at least two years at a responsible administrative level; or an equivalent combination of training and experience as stated on the job announcement.

Knowledge, Abilities and Skills: Comprehensive knowledge of airport administration and operation, including facilities and property management, budgeting and financing. Considerable knowledge of business management practices, theories and methods.

Ability to: plan, organize, schedule and direct the work of administrative personnel; establish and maintain effective working relationships with officials, associates and the general public.

Director of Personnel

Department Head